

TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

User: All military and civilian travelers submitting claims for **TEMPORARY DUTY**. TDY claims are to be completed within 5 days upon completion of travel.

Purpose. This checklist should be used by travelers to ensure their travel claims are proper, complete, and complies with the intent of the order before submitting them to the reviewing/approving official for signature.

1. ___ The Travel Voucher (DD Form 1351-2 Jul 2004) must be prepared in ink, typewriter, or computer generated.
2. ___ Your original signature must be in block 20a, and dated in block 20b on the travel voucher.
3. ___ All information in blocks 1-11 of the travel voucher must be completed. Duty phone number and an e-mail address should be provided. Does the administrative data (i.e., name and SSN #) on the travel voucher agree with the orders? If not, make administrative corrections and initial.
4. ___ Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.
5. ___ The itinerary in block 15a must be completed using dates and not times, modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
6. ___ Is block 16 (POC Travel) checked if mileage is claimed? Examples of POC mileage is within and around the TDY site, to and from the airport, and to and from the TDY site. In/around POC mileage must be approved/authorized. In/around mileage must be claimed and the total mileage driven each day listed. This travel should be included on the TDY claim or as an attachment.
7. ___ Block 17 must be completed indicating the duration of TDY period.
8. ___ Did you claim all of your authorized Reimbursable Expenses in block 18? Mission related expenses (e.g. batteries/film) are not reimbursable travel expenses. These type expenses should be submitted through Vendor Pay.
9. ___ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g., Carlson or SATO)? Rental Car receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102(3). Pre-calculation receipts are not acceptable. Include a copy of your government contracted travel office (SATO/Carlson) itinerary.
10. ___ Are control numbers of non-availability of government quarters in the remarks block of the orders? If not, and obtained after the fact, you must have the Approving Official's signature authorizing commercial lodging or an amended order issued. Non-availability control numbers are required (per the JTR) for civilians TDY to a military installation.
11. ___ Is lodging claimed and supported by original paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available? Receipts must show a zero balance.
12. ___ Are reimbursable expenses of \$75.00 or more claimed on the travel voucher and supported by an original paid receipt or justification statement explaining why receipts are not attached?
13. ___ Is a conference or registration fee claimed? If so, did you state the number of meals provided at no cost in block 19 of the DD1351-2. If none, please state.
14. ___ Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and U.S. dollars.
15. ___ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks Section?
16. ___ For military members: a copy of your leave form must be attached when leave was taken in conjunction with the TDY.
17. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
18. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
19. ___ You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official.